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ADP Algebra II End-of-Course Exam
Spring 2008
Providing Participation Counts and Ordering Test Materials

As indicated in the invitation letter that you received with these instructions, no action is required on your part until February 8-15, 2008 when participation counts need to be entered into the PEMSolutions™ ADP web site.

PEMSolutions ADP Web Site

Corporation test coordinators will use Pearson's PEMSolutions ADP web site to perform a number of ADP Algebra II End-of-Course Exam test-related duties, including:

- Entering participation counts (ordering test materials),
- Submitting student pre-identification data,
- And viewing student results and summary reports.

The PEMSolutions ADP Site will be available to select Indiana corporation test coordinators on **February 8, 2008**. At that time, you will receive an email that contains login instructions for the PEMSolutions ADP Site, including a hyperlink to the initial login page. The first time you log in you will be asked to read and accept the Confidentiality Agreement and to set your new password.

The next time you login, you will use the following login procedure:
1. Enter www.pearsonaccess.com into your browser to go to the Pearson Access landing page, and then select ADP.
2. Click **Log into PEMSolutions** to go to the login screen.
3. Enter your User Name and Password, and then click Login to go to the ADP homepage.
4. You have successfully logged in.

The purpose of this document is primarily to provide instructions for entering participation counts. The PEMSolutions ADP Site User Guide will be available on the web site as a resource to you as you are completing other asks within PEMSolutions. Please print and refer to the PEMSolutions ADP Site User Guide when you log into the web site, for answers to other questions you may have about the site.

Please note, certain features of the PEMSolutions ADP Site will be locked during the participation count window and will be made available later in the testing cycle (e.g., Test Results).

Entering Participation Counts

Beginning February 8, log onto the PEMSolutions ADP Site to enter participation counts (number of students testing) for each school within your corporation that will be administering

the Exam. Specify the quantity of regular, large print, Braille, and audio test materials required by each school. Participation counts must be entered between **February 8 and February 15, 2008.**

1. Go to Test Setup > Participation Counts.

    You will see all of the schools in your corporation that are eligible to participate in the spring administration. If there is a school that is not listed that you believe should be, please call Pearson at 1-866-688-9555 or email ADPAlgebraIIEOC@support.pearson.com.

Below is an example of what a district (corporation) in Arkansas would see when viewing its district Participation Counts screen. In this example, the district testing coordinator can enter participation counts for four schools.

The Status column shows whether the participation counts process for a school is "Complete," "In Progress," or "Not Started." These statuses are mainly a reminder to the users about the participation counts, but they are not system-generated values.

*   "Not Started" means that no participation counts have been entered.
*   "In Progress" means that some counts have been entered and saved.
*   "Complete: means that the counts have been entered and marked as completed.

Participation counts can be changed, regardless of the status shown on the screen, until after February 15, 2008, when they become final.

2. To manage participation counts for a specific school, click on the school name to open the participation counts screen for that school.
3. Click **Edit** to open the participation counts "entry" fields.
4. Enter the participation counts in the appropriate rows and columns.
5. Click **Save**.
    A confirmation screen will open and you can select whether or not to mark the status as "Complete."

Viewing Summary Reports of Participation Counts

After you enter participation counts for all schools within your corporation that will be testing, two reports that summarize participation count quantities are available: District Counts Summary and Participation Counts Quantities. The District Counts Summary provides the total test quantity for your corporation. The Participation Counts Quantities report breaks the total out by form type (regular, large print, Braille, audio).

To view a participation report, click **Reports** on the Participation Counts overview screen and select the report from the drop-down list.

Verify Shipping Information

After you have entered your participation counts, you need to verify that the shipping information in the system is accurate. Test materials will be packaged by school and shipped to the corporation test coordinator. All shipping addresses for schools participating in your corporation should be the same (corporation address).

To verify shipping information:
1. Go to Administrative Management > View Organizations.
2. Click on the name of your corporation and the **Contacts tab**. Verify that the name and address for the person receiving the test materials are correct.
3. Click **Edit** to open the screen with "entry" fields.
4. Click **Save.**

   A confirmation screen will open and you can select whether you would like to return to the **Contacts** tab.

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Overage

As indicated above, Indiana testing materials will be packaged by school and shipped to the corporation. School boxes will include 5% overage. The corporation will receive an additional 10% overage based on the total corporation order quantity. The overage is for regular materials only, and is added to the participation counts entered into PEMSolutions. Corporations do not need to order overage for regular test materials. Please note, actual order quantities will be used to determine shipping quantities for large print, Braille, and audio test material quantities (overage is not automatically added to the order for these specialty items).

Additional Orders

The main method for ordering materials is by entering participation counts during test setup, as explained above. After February 15, if you need to order more materials than originally planned, follow the steps below.

1. Click the **Orders** link in the navigation bar at the top of the screen to go to the Orders screen, which shows relevant information about each order.
2. Click **Order Additional Materials** to go to the Order Additional Materials screen.
3. Enter (or verify) the required shipping information, and then click **Next**.
4. Enter a quantity in the Quantity column for each type of test material that you want to order, and then click **Next**.
5. Review the order, and then click **Submit Order** to submit the order. You will see a message confirming that your order was submitted.

Additional Resources

Click the **Support** link in the navigation bar at the top of the screen to go to the Support screen, which provides resource material for the program, such as:

- the PEMSolutions ADP Site User's Guide,
- Frequently Asked Questions (FAQs),
- PEMSolutions Technology Guidelines: Recommended Hardware and Software
- The Spring 2008 ADP Algebra II End-of-Course Exam Test Administrator Manual (available March 28, 2008)